

READVERTISEMENT

***See Training Assignment under Special Information and Pay
Grade update.**

**State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena MT 59604**

VACANCY ANNOUNCEMENT

June 27, 2007

5 Page Document

TITLE:	CHIP Dental & Eyeglass Specialist
POSITION NO:	11718
LOCATION:	Health Resources Division, Helena
STATUS:	Full-Time/Permanent
UNION:	MPEA
PAY GRADE:	Pay Plan 20, Pay Band 5
STARTING SALARY:	\$25,596 annually is entry-level salary
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, July 12, 2007**. For further information visit the DPHHS website: www.dphhs.mt.gov

SPECIAL INFORMATION: A position description may be obtained by contacting CHIP at (406)444-6971 or 1-877-543-7669. Occasional travel may be required.

If there are not a sufficient number of qualified applicants, a Training Assignment may be considered. In order to be eligible for a Training Assignment, applicants must possess all but two years of the required education/experience. If a Training Assignment is offered, the starting pay will be a Pay Band 4 (\$23,437) for the duration of the Training Assignment.

TYPICAL DUTIES: This position functions as a Dental and Eyeglass program liaison for providers, the provider relations and claims processing contractor, and CHIP enrollees; assesses and evaluates application information to determine initial and on-going enrollment for the Children's Health Insurance Plan (CHIP); provides problem resolution, training and technical assistance; and communicates with providers about program policy

AN EQUAL OPPORTUNITY EMPLOYER

changes, new information, reimbursement, and availability of providers and enrollees utilization of services.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of social and medical service delivery and reimbursement systems; the CHIP eligibility and enrollment system; medical and dental billing, terminology and coding; confidentiality of information; agency organization procedures and related programs; time and resource management principles; and the Medicaid program and Medicaid Management Information System (MMIS).

Skills: Skill in oral and written communication; organization; analytical theory; conflict resolution; the use of personal computer databases with software similar to Excel and Word; and acquiring, retrieving and analyzing information using extensive resources, tools and equipment.

Abilities: Ability to work independently and under pressure; prioritize, organize, and implement program activities; apply program laws, rules and regulations; investigate issues or problems; make decisions based on situational variables; investigate and evaluate complex reports, medical records, claims and statistical samples; use a personal computer to analyze spreadsheets, paid claims files and database applications; and establish effective working relationships with staff, managers, providers, other agency personnel, enrollees, legislators, federal representatives and the public.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in business, public relations, communication, public administration, health care management or a related human services field **AND** two years of progressively responsible administrative experience. Equivalent progressively responsible experience can substitute for formal education on a case-by-case basis. Other equivalent combinations of education and experience will be considered. Experience with medical billing, medical coding systems, data analysis or other claims payment programs are preferred.

A Training Assignment will be considered, see Special Information for details.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);

2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form; and
3. Copy of transcripts for any coursework at a college or technical school. **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena, MT 59604-4210. If there are unforeseeable circumstances, transcripts may be provided at time of interview; and**
4. Supplement question.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTION

Department of Public Health and Human Services
Title: CHIP Dental & Eyeglass Specialist
Position #: 11718
Location: Health Resources Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your response to this supplemental question must be printed clearly or typed on standard 8.5 x 11 inch paper. Your response should be clear, concise and numbered. Since your response will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTION

NOTE: Your answer to the following question must be specific as to dates and employers. If this supplement is used as a screening tool, your answer may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Describe your prior human service experience with balancing a daily workload in which the following areas are appropriately addressed:
 - a. Program eligibility determination;
 - b. Public requests for information and clarification;
 - c. Data file review to determine ongoing eligibility;
and
 - d. Adapting to program changes.